



Arizona Department of Education  
1535 West Jefferson, Mail Bin 16, Phoenix, Arizona 85007  
602-542-5151 • FAX 602-364-0887

## **URGENT-FOR IMMEDIATE REVIEW**

**TO:** District Superintendents and Charter School Administrators

**FROM:**

**DATE:**

**SUBJECT:**

---

Dear District/Charter Holder,

No Child Left Behind (NCLB) has prompted the Arizona Department of Education (ADE) to make changes in the way schools are evaluated. As a result of NCLB, the ADE has reviewed how each unit, within ADE, looks at Arizona Schools. As a part of this process, the ADE has evaluated how local education agencies (LEAs) report student detail data, school district employee information, school level financial information as well as data required for AZ LEARNS and NCLB accountability determinations. It was determined that compliance with NCLB would be difficult if ADE policies and procedures related to the issuance of CTDS numbers were left unchanged.

This change applies to the following LEA types:

- Accommodation Districts
- Unified Districts
- Common School Districts NOT within a High School District
- Common School Districts within a High School District
- High School Districts
- Charter Holders

In order for Arizona to better align with the requirements of NCLB and to bring more consistency to what and how school level (including student detail) information is reported to ADE as well as how it is used here, the following requirements have been developed for Arizona schools. Requirements, which must be met, in order for each CTDS (County Type District School) number to remain active or for a new CTDS number to be issued in the future include:

- Has 1 or more teachers employed
- Teacher data reported in the School District Employee Report (not required of charters)
- Has 1 or more students reported in Student Detail
- Is accounted for in the school level (only for LEAs with more than one site)
  - Classroom site fund school level report
  - All other required school level financial reports
- Has current contact information, which is included in ADE's contact database
- Complies with all ADE and statutory requirements of a school including, but not limited to:
  - Complete/submit Report Card information (A.R.S. §15-746)
  - Submit data required for an Achievement Profile (A.R.S. §15-241) and all related requirements
  - Participates in State assessments (A.R.S. § 15-741)
- Complies with all local, state and federal requirements of a school

Exceptions to some or all of the above requirements include:

- Joint Technological Education Districts
- Technology Assisted project Based Instruction Programs (Distance Learning)
- Accommodation districts operating instructional programs in county jails
- New schools within a year of expected opening date

**Students and expenditures associated with *programs* should be recorded by the LEA and reported to ADE according to the school they physically attend or would otherwise be expected to attend.**

In the future, each request for a new CTDS number will be reviewed, prior to creation of a new CTDS number, with the above requirements in mind. Based on these criteria the ADE has reviewed all existing CTDS numbers and generated a list of those that are out of compliance with these requirements. This list of schools is currently available for review; it can be accessed at the following ADE web page <http://www.ade.az.gov/nclbschooldefinition/>.

Please review this list to determine the accuracy of the CTDS numbers identified as being assigned to "non-schools." CTDS numbers on this list of non-schools will be terminated at the close of FY 2003-04. If you believe a CTDS number listed for your LEA represents a school or that the LEA will comply with the listed requirements in the future, and that the CTDS number should remain valid, please email written documentation to [schooldefinition@ade.az.gov](mailto:schooldefinition@ade.az.gov). This documentation should provide the ADE supporting evidence as to why the CTDS number should remain as a valid school CTDS number. **All documentation must be received by 8:00am Monday, August 16, 2004.** Questions concerning this can be directed to the Research and Evaluation unit (602.542.5151) or the School Finance unit (602.542.5695). All documentation will be reviewed in accordance with the criteria established and LEAs will be notified of the final determination.